Online text assignments provide an opportunity to engage with our students one-on-one. Like a discussion forum prompt, an online text assignment allows students to reflect on course content and consider what they are learning. The difference between the two options is that forum posts are public while responses posted as online text assignments remain private – they can only be read by the instructor. Many faculty using these assignment links find that they get to know their students better and appreciate the chance to learn more about how their students are processing what they are learning and experiencing in (and out of) class.

Create an Online Text Assignment Link

- 1. Click on the Add an activity or resource link and choose Assignment.
- 2. Enter a brief name for the assignment.
- 3. In the **Description** area, enter a prompt for your students to consider. (If you plan to create a series of similar assignment, be sure to include instructions in the first link for clicking on **Add submission** and **Save changes** in order to submit their work.)

Submission types

Word limit

 \checkmark

Online text 👔 🔲 File submissions 👔

Enable

Submission types

- 4. Set dues dates and times in the Availability area if desired.
- 5. Check the **Online text** box and de-select the **File submissions** option.

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6. Set a word limit for student responses, if desired.



- 1. To view student submissions, open the link for the assignment and click on View/grade all submissions.
- 2. In the Grades column, click on the checkmark icon to view a student's submission.

This image shows how the assignment displays in the grading interface. Depending on the length of the student's posting, you may need to click on the **plus sign** to display the entire submission.

After reviewing the student's response, enter a grade and feedback. **Save and show next** to view the next submission.

For more information on managing assignments, see this <u>complete guide</u>.

X	Sample Online Text Assignment
Student1 One	Submission status
Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, October 6, 2016, 3:15 PM
Time remaining	15 days 1 hour
Editing status	Student can edit this submission
Last modified	Wednesday, September 21, 2016, 1:53 PM
Online text	Tve been surprised at how many interesting people I've met.
Submission comments	Comments (0)

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